



DARRICK WOOD SCHOOL

COVER SUPERVISOR

Job Description

JOB TITLE:	Cover Supervisor
SALARY:	£21,981 pro rata – actual £15,229 per annum
HOURS:	30 hours per week for 38.2 weeks per year (38 weeks per year plus 1 Professional Development Day)

GENERAL EXPECTATIONS

- To maintain the general ethos of the School both in and out of the classroom.
- Start time 8.20am
- Lunch break 45 minutes plus 15 minutes morning break
- Finish time 3.20pm
- On Tuesdays you are required to attend Team Briefing at 8.20am.

DUTIES

- **To supervise groups of pupils due to the absence of their regular teacher.**
The cover arrangements in this school are very efficient and support is always available from other colleagues within the School. The responsibility for the teaching of the pupils still remains with the class teacher. Training will be provided as part of the induction into the School.
- **To cover lessons due to the absence of a teacher. This will include:**
Taking a register of pupils
Distributing the work provided by the Head of Faculty or Department
Supporting pupils and advising them about the work set
Ensuring that pupils remain on task
Being pro-active around the room
Collecting in work as required and taking it to the appropriate person
Leaving the room tidy
- **To undertake any other duties as may be reasonably required.**